

How to Dock and Undock Blocks

In the current UWS Moodle design there are only two columns, with **blocks** located on the right side of the page. These blocks contain links to tools, course and site links, and other information that you will use to navigate the site. Course content appears in the wider left column. To save space and the need to scroll, blocks can be "**docked**" on the left margin of the page. Docking means the block collapses and moves to a vertical bar on the far left of the screen.

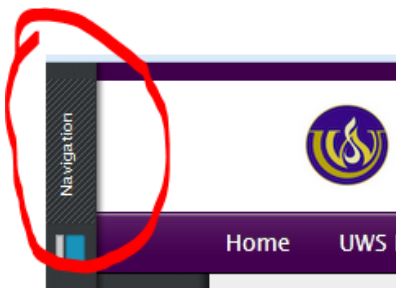
Below are instructions on how to dock and undock blocks on your course page. This can be a useful tool to customize your view of the site or of a course. *Our recommendation is to dock the Navigation and Administration blocks, as these are menus you will probably access most often. You will never lose them in the long list of blocks, or need to scroll up and down to find them.*

Note that docking of blocks is **user specific**. It is one way of personalizing your view. webCampus remembers your settings, so docks you block will be docked on whatever device you view webCampus.

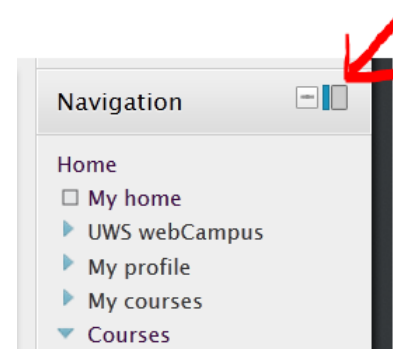
Docking is also **context specific**. A course-specific block docked in one course will not be docked in a different course (for instance, the *Upcoming Events* or *Recent Activity* blocks). Site blocks (like *Navigation*) will stay docked as you move from course to course.

Here's how to dock and undock a block:

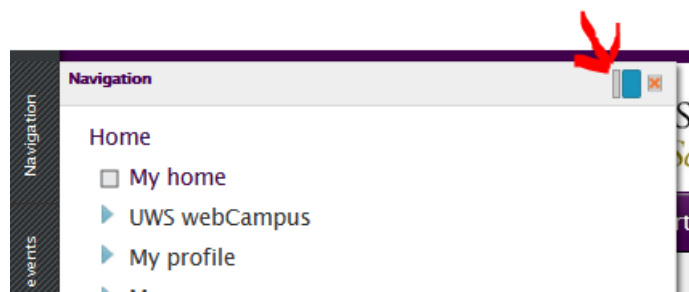
On the right side of your screen, locate the block to be docked and click on the blue and gray "**Move to dock**" icon



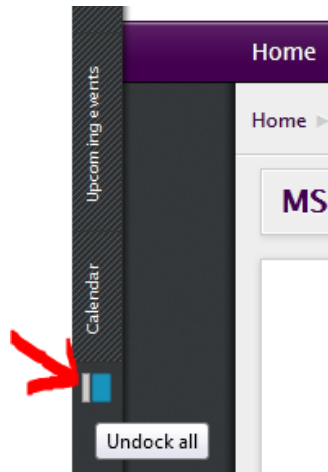
The block is now docked on the left margin.



Clicking on (or hovering over) the name of the block will display the links available from the block. Clicking on the gray and blue icon will **undock** the block and restore it to its normal position in the right column. Clicking the **red X** will close the block contents.



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To undock all docked blocks from the left margin at once, click the *"undock all"* icon.